



**Petition Number:** 2201-ODP-01 & 2201-SPP-01  
**Project Name:** Ditch Road Fire Station  
**Subject Site Address:** 17001 Ditch Road (the "Property")  
**Petitioner:** RQAW Corporation  
**Representative:** Westfield Fire Department  
**Request:** Overall Development Plan & Primary Plat review of 2 Lots and a 36,530 square foot fire station on 30.9 acres +/- in the Maple Knoll Planned Unit Development (PUD) District.  
**Current Zoning:** Maple Knoll PUD  
**Current Land Use:** Vacant  
**Approximate Acreage:** 30.9 acres +/-  
**Property History:** Maple Knoll PUD ([Ord. 04-02](#), 02/09/2004)  
**Staff Reviewer:** Caleb Ernest, Senior Planner

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## **BACKGROUND**

The Property is currently zoned the Maple Knoll PUD District.

Ordinance 04-02, Maple Knoll PUD (0304-PUD-02), was approved at the February 9, 2004, Town Council meeting.

The comments contained herein are in review of the filed Overall Development Plan and Primary Plat scheduled for the December 21, 2021, Technical Advisory Committee meeting.

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## **REVIEW COMMENTS**

- 1) Please provide copies or copy this Department on any correspondence you receive from Technical Advisory Committee members and your correspondence to them.
- 2) Additional comments may be forthcoming following review by the Technical Advisory Committee and after the revised overall development plan and detailed development plan have been submitted and reviewed.
- 3) The comments contained herein identify those items that are determined by this Department to be outstanding that need addressed prior to approval of the Overall Development Plan and Detailed Development Plan. **Please note some of the standards noted herein are reviewed**



**by the Public Works Department.** The Public Works Department may identify outstanding items accordingly that need addressed prior to approval.

- 4) Please note Article 10.12(F)(8) and Article 7.4(B) require the signature of the Board of Public Works and Safety (BPW) prior to recording for acceptance of public right-of-way. **BPW has delegated this authority to the Director of Public Works.**
- 5) ***The Unified Development Ordinance, as amended (Ord. 17-10), no longer requires a public hearing for Development Plan review approval. Once plans have been determined to be in compliance with the applicable ordinances, the petition will be placed on the next scheduled Plan Commission meeting agenda.***
- 6) Abbreviations:
  - a) WPWD: Westfield Public Works Department
  - b) HCSO: Hamilton County Surveyor's Office

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### **OVERALL DEVELOPMENT PLAN (Article 10.7 of the UDO)**

**The plans comply.**

- 7) Title, scale, north arrow and date.
- 8) Proposed name of the development.
- 9) Area map insert showing the general location of the site referenced to Streets, section lines and alternative transportation plan system, as well as the Zoning District and use of adjacent property.
- 10) Address and legal description of the property.
- 11) Boundary lines of the property including all dimensions.
- 12) Location, name, centerline and width of all Streets, Private Streets, Alleys, access easements and alternative transportation plan system improvements that are existing or proposed to be located within or adjacent to the property.
- 13) Location, centerline and width (at the Lot Line) measurements of any proposed or existing Driveways within two hundred (200) feet of the property, and any connection to an Alley must be indicated.
- 14) Location and dimensions of primary vehicular ways in and around the proposed development, including depictions of all travel lanes, turning movements, vehicle storage areas and tapers.



- 15) All proposed Street and Driveway improvements, both on and offsite, including measurement of curb radius and/or taper.
- 16) Location and dimensions of existing and proposed sidewalks, pathways, trails or other alternate transportation plan improvements.
- 17) Layout, number, dimension and area (in square feet and acres) of all Lots and Outlots with Building Setback Lines.
- 18) Location and dimensions of all existing structures and paved areas.
- 19) Location and dimensions of all proposed structures and paved areas (indicated by cross-hatching).
- 20) Location of all Floodplain areas within the boundaries of the property.
- 21) Names of legal ditches and streams on or adjacent to the site.
- 22) Location and feasibility statement of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone and cable.
- 23) Identify buildings proposed for demolition.
- 24) Areas of the property reserved for Development Amenities, Open Space and other similar uses.
- 25) Use of each Lot and/or building by labeling, including approximate density or size of proposed uses and buildings (e.g., number of parking spaces, Dwelling Units, Gross Floor Area, Living Area).
- 26) Misc.

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**PRIMARY PLAT STANDARDS (Article 10.12(J) of UDO)**

**The plans comply.**

- 27) Proposed name of subdivision.
- 28) Names and addresses of the owner, owners, land surveyor or land planner.



- 29) Title, scale, north arrow and date.
- 30) Streets on and adjoining the site of the proposed subdivision, showing the names (which shall not duplicate other names of streets in the community, unless extensions of such streets) and including roadway widths, approximate gradients, types and widths of pavement, curbs, sidewalks, cross-walks, tree plantings and other pertinent data.
- 31) Easements (locations, widths and purposes). (Article 8.3)
- 32) Statement concerning the location and approximate size or capacity of utilities to be installed.
- 33) Layout of Lots (showing dimensions, numbers and square footage). (Article 4.5)
- 34) Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semi-public or community purposes.
- 35) Contours at vertical intervals of two (2) feet if the general slope of the site is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope is greater than ten percent (10%).
- 36) Tract boundary lines showing dimensions, bearings, angles, and references to section, township and range lines or corners.
- 37) Building setback lines.
- 38) Legend and notes.
- 39) Drawing indicating the proposed method of drainage for storm sewers and other surface water drainage.
- 40) Other features or conditions which would affect the subdivision favorable or adversely.
- 41) A National Cooperative Soil Survey Map showing the soil limitations based upon the intended usage of the development land.
- 42) A statement from County departments, State highway departments, or the Public Works Department concerning rights-of-way, road improvements, roadside improvements, roadside drainage, entrances, culvert pipes, and other specifications deemed necessary.
- 43) If private sewage systems, then a statement from the County Health Officer whether private septic system can be used on the property.



- 44) If legal drain is involved, then a statement from the County Drainage Board or County Surveyor's Office concerning easements, right-of-way, permits, etc.
- 45) If floodplain is involved, then a statement from the Indiana Department of Natural Resources, Division of Water, concerning construction in floodway, including floodplain high water marks, etc.
- 46) Misc.

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### **DISTRICT AND DEVELOPMENT STANDARDS**

**The plans comply with the Maple Knoll PUD District (Ord. 04-02).**

47) Maple Knoll PUD Area: Urban Residential District

- a) Underlying Zoning District: SF2
- b) Governmental Facility approved land use under Public, Semipublic, and Office Facilities category
- c) Fire Station is also a permitted use in the SF2 permitted uses.

48) Lots:

- a) Minimum Lot Area: 2,400 square feet
- b) Minimum Setback Lines:
  - i) Front Yard: 15 feet
  - ii) Side Yard: 0 feet
  - iii) Rear Yard: 20 feet; however, no building elevation shall be closer than 30 feet to Ditch Road.
- c) Minimum Lot Width at Street: 20 feet
- d) Minimum Lot Width at Building Line: 40 feet
- e) Maximum Building Height: 45 feet



f) Minimum Lot Depth: 60 feet

49) Exterior Materials and Colors: the following shall replace and supersede the DPR (Development Plan Review) provisions pertaining to building materials.

- a) In all areas other than doors, garage doors, and windows, the exterior of all buildings shall consist of a combination of masonry (e.g.: brick, stone, cut-faced block, stucco), glass, composite (e.g.: fiber cement, cultured stone, PVC), and wood products.
- b) Exterior building materials shall not include smooth-faced concrete block, tilt-up concrete panels, prefabricated steel panels, vinyl siding, and aluminum siding.
- c) Exterior façade and trim colors shall be of low reflectance, and selected from a palette authorized by the Developer (or its successor).
- d) Facades:
  - i) Facades less than twelve (12) feet long, measured horizontally, shall not require any fenestration.
  - ii) Facades greater than twelve (12) feet long, measured horizontally, shall require 20% fenestration. In addition, where large retail structures contain additional, separately owned or leased stores that occupy less than 25,000 SF of gross floor area and have separate, exterior customer entrances, the street level Facade of such stores shall be transparent between the height of three (3) and eight (8) feet above the walkway grade for no less than 60% of the horizontal length of the building Facade of such additional stores.
  - iii) No uninterrupted length of any Facade shall exceed seventy-five (75) horizontal feet. Facades greater than seventy-five (75) feet in length, measured horizontally, shall incorporate wall plane projections or recesses having a depth of at least 3% of the length of the Facade and extending at least 20% of the length of the Facade.
  - iv) Facades shall include a repeating pattern that includes no less than three (3) of the following elements: color change, texture change, material change, fenestration change (windows, doors, openings, etc.), or profile change (turns & projections, etc.).
- e) Roofs:
  - i) Roof profiles shall be gabled, hip, or parapet.



- ii) Roofing materials shall be asphalt or fiberglass shingles, standing seam metal, composite, or PVC.

- f) Exterior Mechanical Equipment: shall be screened or hidden from all sides.

#### 50) Landscape Standards:

- a) Buffer Yards:

- i) Plants used for screening must reach a minimum height of forty-eight (48) inches within three years of installation, and be at least eighteen (18) inches tall when planted. Plantings in buffer yards shall consist of two (2) or more species of both trees and shrubs.
- ii) Within buffer yards, at least one (1) evergreen tree per thirty (30) linear feet and five (5) evergreen shrubs per thirty (30) linear feet shall be planted. Such plantings should be arranged in a manner that creates a visual barrier between uses without precluding connectivity between uses. In order to create a more effective buffer, the Plan Commission may approve evergreen trees to be substituted in lieu of evergreen shrubbery on a 1:3 basis (tree: shrub). Up to 60% of shrubbery may be substituted for trees. (Staff note: Additional trees may be substituted to lessen required shrubbery planting, but additional shrubbery may not be substituted to reduce required tree plantings).

- b) Parking Area Landscaping:

- i) Interior:

1. 50 or more parking spaces requires 10% of parking area to be parking islands.
2. Parking lot islands: Parking lot islands shall include at least one (1) tree and four (4) shrubs per parking lot island. One hundred (100) percent of every parking island shall be covered with permitted groundcover material to achieve complete coverage.

- ii) Exterior:

1. Perimeter landscaping is required for parking lots with ten (10) or more spaces where:
  - (a) the parking lot is located within a required yard; or



- (b) the parking lot is located within twenty (20) feet of a lot line or right-of-way line.
- (c) Perimeter parking lot landscape areas shall be at least five (5) feet wide and shall extend along the perimeter of parking lots. Plantings should be grouped in an aesthetically pleasing manner.

2. Requirements:

- (a) There shall be one tree per thirty (30) linear feet of parking lot length. Trees may be clustered.
- (b) There shall be one shrub per three (3) feet of parking lot length. Shrubs may be clustered.
- (c) Perimeter parking lot landscape areas not planted with trees or shrubs shall be covered with grass or other permitted groundcover or mulch.

51) Lighting Standards:

- a) All light fixtures shall be fully shielded and direct light downward toward the earth's surface;
- b) All lighting sources shall be directed away from reflective surfaces to minimize glare upon adjacent property and public rights-of-way;
- c) All lighting sources shall be positioned in such a manner as to direct light away from adjacent property and public rights-of-way;
- d) Light pole height shall not exceed twenty-five feet (25'). All parking area light fixtures shall be designed and located to confine emitted light to the parking area; and

52) Parking Standards:

- a) Loading Berths:
  - i) Civic & Public: One (1) berth per 100,000 of space or additional fraction thereof.
- b) Off-street and On-street Parking:





- i) Size of Parking Spaces: Public Lots/Garages: ten (10) feet in width by twenty (20) feet in length for angled and perpendicular parking; and eight (8) feet in width by twenty-two (22) feet in length for parallel parking.

c) Required Spaces:

i) Civic & Public:

- 1. One (1) space for each 250 SF of gross office space; or
- 2. One (1) space per employee on primary shift plus one (1) space per five (5) seats in arena (e.g.: church, theater).

53) Accessory use and Building Standards (Article 6.1):

a) Screening of Receptacles and Loading Areas:

- i) Garbage containers, trash receptacles, pallet storage areas, trash compactors, recycling areas, loading areas and other similar facilities shall be completely and permanently screened from view of Rights-of-way and where possible, adjoining properties.
- ii) Enclosures shall not be located in an Established Front Yard or in any required Side or Rear Yard.
- iii) Screening methods shall include a solid enclosure on all sides not less than six (6) feet in height above grade or two (2) feet above the receptacle, whichever is greater. The solid enclosure shall be a Masonry Material that matches or complements the Principal Building.
- iv) Enclosures shall be constructed of a Masonry Material that matches or complements the Principal Building, as illustrated in FIGURE 6.1(2): DUMPSTER ENCLOSURES.
- v) Enclosures shall be equipped with opaque gates, as illustrated in FIGURE 6.1(2): DUMPSTER ENCLOSURES, that shall not be oriented towards residential properties or the Right-of-way, where possible.
- vi) Enclosures shall have separate pedestrian access openings that are configured to conceal the dumpster from view for daily access to dumpsters for waste disposal. Pedestrian access openings shall be substantially similar to those illustrated in FIGURE 6.1(3): DUMPSTER MAN-DOORS.



vii) Enclosures, which include swinging, moveable doors, shall be kept closed at all times when said doors are not in active use.

viii) Landscaping shall be provided around enclosures in accordance with *Article 6.8 Landscaping Standards*.

54) Building Standards (Article 6.4)

55) Fence Standards (Article 6.5)

56) Height Standards (Article 6.6)

57) Home Business Standards (Article 6.7)

58) Landscaping Standards (Article 6.8)

a) General Landscape Design Standards:

i) Placement: installed plantings shall comply with the following:

1. Minimum Distance from Sidewalk and Curb: Trees shall be planted a minimum distance of four (4) feet from the edge of a Street curb or pedestrian pathway or sidewalk.
2. Minimum Distance from Stormwater Structures: Trees shall be planted a minimum distance of ten (10) feet from any storm sewer or subsurface drain, unless otherwise permitted in accordance with the City's Construction Standards or approved in writing by the Public Works Department.

b) On-Site and Street Frontage Landscaping Requirements:

c) Road Frontage Standards:

- i) In non-residential developments where property abuts any public right-of-way, at least one shade tree per forty (40) linear feet of road frontage shall be planted adjacent to road rights-of-way. Trees planted along road frontage in nonresidential developments may be credited toward overall on-site landscaping requirements.

59) Lighting Standards (Article 6.9)

a) Multi-Family Residential, Commercial and Industrial Standards.

- i) For all multi-family residential, commercial, and industrial uses the following standards shall apply:
  - 1. All light fixtures shall be positioned in such a manner so that no light-emitting surface is visible from a residential area or public right-of-way when viewed at ground level;
  - 2. Light meter readings shall not exceed: one-half (0.5) foot-candles at a single-family residential property line, or one-half a (0.5) foot-candle at a multi-family residential property line or one (1.0) foot-candle at all other non-residential property lines. (It should be understood that, with all of these measurements, light will still be visible at or beyond property lines.)
  - 3. All lights on poles, stands, or mounted on a building shall have a shield, adjustable reflector, and non-protruding diffuser;
  - 4. All canopy structures shall have lights with diffusers which are recessed, and which do not extend below the surface of the canopy as measured on a plane parallel to the earth's surface;
  - 5. Lighting under awnings and canopies shall only illuminate a building front, a sign under an awning or canopy, or the sidewalk, but shall not illuminate the awning or canopy itself;
  - 6. Thirty (30) percent of all parking area lighting shall be turned off within 30 minutes of closing of the last business or no later than 11:00 p.m.; and
  - 7. No outdoor sports or recreational facilities shall be illuminated after 11:00 p.m. except to conclude a scheduled recreational or sporting event in progress prior to 11:00 p.m.

60) Lot Standards (Article 6.10)

**Comment: Please see District Standards.**

61) Outside Storage and Display (Article 6.12)

62) Outdoor Café and Eating Areas (Article 6.13)



63) Parking and Loading Standards (Article 6.14)

64) Performance Standards (Article 6.15)

65) Setback Standards (Article 6.16)

66) Sign Standards (Article 6.17)

67) Vision Clearance Standards (Article 6.19)

- a) No Sign, fence, wall, landscaping, Public Utility Installation or other Improvement which obstructs sight lines between three (3) and nine (9) feet above a Street shall be permitted on a Corner Lot, unless otherwise approved in writing by the Public Works Department, within the triangular area formed by the Right-of-way line and a line connecting points:

- i) Seventy-five (75) feet from intersections of Expressways or Arterials.

- ii) Ten (10) feet from intersections of Driveways or Alleys.

68) Yard Standards (Article 6.21)

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## **DESIGN STANDARDS (Chapter 8 of UDO)**

**The plans comply.**

69) Easement Standards (Article 8.3)

70) Monument and Marker Standards (Article 8.5)

71) Open Space and Amenity Standards (Article 8.6)

72) Pedestrian Network Standards (Article 8.7)

- a) Internal Pedestrian Network Standards:

- i) The minimum sidewalk width shall be as indicated in the Thoroughfare Plan or five (5) feet (six (6) feet if immediately abutting the curb), whichever is greater.

- ii) Sidewalks shall be required on both sides on internal Streets and internal Private Streets in all developments.



- iii) When a proposed development lies between or adjacent to existing developments which have been provided with sidewalks, connecting sidewalks or pathways (which are extensions of the existing sidewalks) shall be constructed.
  - iv) Connector sidewalks shall be provided from the sidewalk or path adjacent to the Street to the front entrance of all nonresidential structures. Where the sidewalk intersects driving lanes or parking aisles within the Parking Area, then crosswalks and ramps shall be installed in accordance with ADA requirements and such areas shall be delineated (e.g., pavers, stamped, bricked), as determined by the Plan Commission or Director, to reinforce pedestrian safety.
- b) Perimeter/External Pedestrian Network Standards: All developments shall participate in the establishment or improvement to the pedestrian network along Streets adjacent to its perimeter in accordance with the following:
- i) Where a proposed Development Plan or Subdivision abuts an existing Right-of-way, then pedestrian paths, jogging paths, and bicycle paths shall be provided along the perimeter Street(s) or Private Street(s) in accordance with the Thoroughfare Plan. The type of pedestrian facility required shall be as set forth in the Thoroughfare Plan. The County or Public Works Department, as applicable, may waive the requirement for a path along perimeter streets for a Minor Subdivision.
  - ii) Generally, all required pedestrian facility improvements shall be located within the Right-of-way. Required improvements located outside of the Right-of-way shall be located within an easement approved by the Director or Public Works Department.
  - iii) The Plan Commission or Director may require Developers, at their expense, to construct off-site pedestrian facilities adjacent to the proposed development to respond to the proposed development's impact and infrastructure demands

73) Storm Water Standards (Article 8.8)

74) Street and Right-of-Way Standards (Article 8.9)

75) Surety Standards (Article 8.12)

76) Utility Standards (Article 8.13)



**DEPARTMENT COMMENTS:**

- 1) **Action: 2201-ODP-01 (Overall Development Plan) & 2201-SPP-01 (Primary Plat)** comply with the UDO. The Department recommends approving the petition with the following condition:
  - a. All necessary approvals be obtained from the Westfield Public Works Department and the Hamilton County Surveyor's Office prior to the issuance of an Improvement Location Permit.
- 2) If any Plan Commission member has questions prior to the public hearing, then please contact Caleb Ernest 317-519-8630 or [cernest@westfield.in.gov](mailto:cernest@westfield.in.gov).